

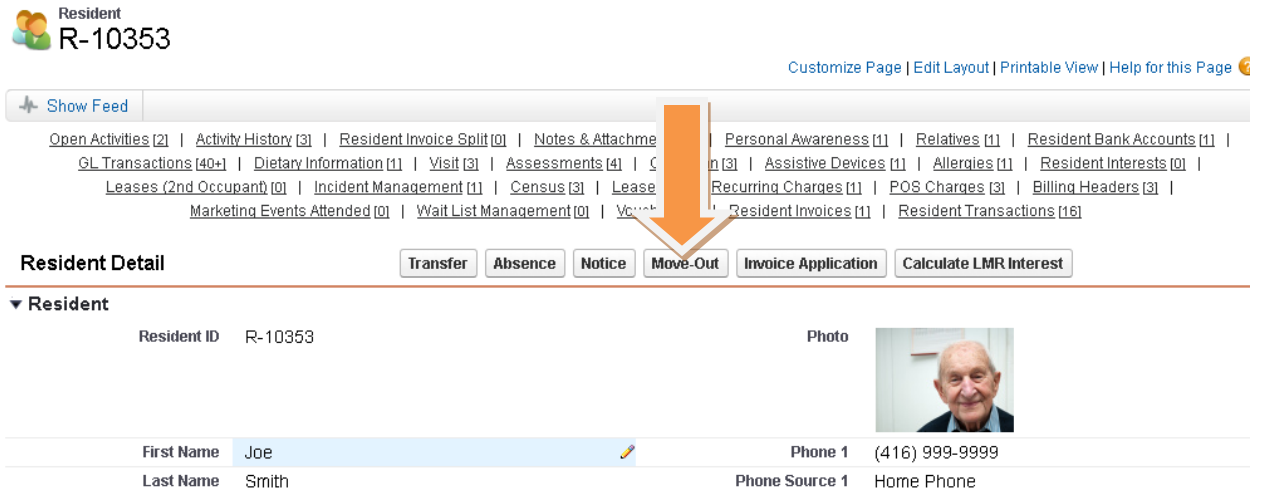
# How to Record Suspend Dates on a Lease

## Description

Use this function on the Resident Profile to record Suspend Dates when a Notice is given.

## Step by Step

- 1 In the Resident's profile, click **Move-Out**



Resident  
R-10353

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Show Feed

Open Activities (2) | Activity History (3) | Resident Invoice Split (0) | Notes & Attachments (1) | Personal Awareness (1) | Relatives (1) | Resident Bank Accounts (1) | GL Transactions (40+) | Dietary Information (1) | Visit (3) | Assessments (4) | Complaints (3) | Assistive Devices (1) | Allergies (1) | Resident Interests (0) | Leases (2nd Occupant) (0) | Incident Management (1) | Census (3) | Lease Management (1) | Recurring Charges (1) | POS Charges (3) | Billing Headers (3) | Marketing Events Attended (0) | Wait List Management (0) | Vaccinations (1) | Resident Invoices (1) | Resident Transactions (16)

Resident Detail

Transfer | Absence | Notice | **Move-Out** | Invoice Application | Calculate LMR Interest

▼ Resident

Resident ID	R-10353	Photo	
First Name	Joe	Phone 1	(416) 999-9999
Last Name	Smith	Phone Source 1	Home Phone

- 2 Specify Date to Suspend Rent
- 3 Specify Date to Suspend Service
- 4 Specify Date to Suspend Second Occupant
- 5 Specify Recurring Charge End Date
- 6 Review your information and check **Please Check to Confirm Move-Out**
- 7 Click **Save**

Effective Date	<input type="text" value="7/22/2013"/>	[ 7/22/2013 ]
Specify Date to Suspended Rent. If left blank effective date is used	<input type="text" value="7/22/2013"/>	[ 7/22/2013 ]
Specify Date to Suspended Service. If left blank effective date is used	<input type="text" value="7/22/2013"/>	[ 7/22/2013 ]
Specify Date to Suspended 2nd Occupant Suspend. If left blank effective date is used	<input type="text" value="7/22/2013"/>	[ 7/22/2013 ]
Recurring Charge End Date. If left blank effective date is used	<input type="text" value="7/22/2013"/>	[ 7/22/2013 ]
Please Check to Confirm Move-Out	<input type="checkbox"/>	